

GUIDE: FINDING & PURCHASING DOCUMENTS FROM PUBLIC ACCESS

updated: October/172016 9:21am

First, you will need to navigate to the Land Records Public Access website. To do this, go to www.WaukeshaCounty.gov. Then select "Register of Deeds" under elected officials. Then click on the second link under "More Information" which is "Public Access Document Search". (You may also click and/or bookmark this link for easier access: <http://landrecordspublicaccess.waukeshacounty.gov>)

You will be taken to the welcome screen. To continue, please read and accept the terms and conditions for use of the website.



Waukesha County Register of Deeds Public Access

[Click here to acknowledge the disclaimer and enter the site.](#)

Once you've accepted the terms and conditions, hover your mouse cursor over "Real Estate" and select "Search Real Estate Index". You'll notice that the UI has been updated.



Waukesha County Register of Deeds Public Access

Welcome Visitor.

Welcome

Real Estate

FAQ

Here you will see a lot of search fields, here is a short explanation of each of them.

GENERAL FIELD

Date Filed From – To: If you're looking for documents filed between a certain range, enter that range here before filling out the rest.

Instrument # From – To: If you know the document number, enter the document number into the "From" field only and click search. If you want to search a range of documents, enter the range here.

Book/Page: If you have the book and page number of the document you're looking for, enter it here and click search.

Document Type: If you want to search only for specific document types, click on the corresponding check boxes.

General

Date Filed From:	<input type="text" value="mm/dd/yyyy"/>	To:	<input type="text" value="mm/dd/yyyy"/>
Instrument # From:	<input type="text"/>	To:	<input type="text"/>
Book:	<input type="text"/>	Page:	<input type="text"/>
Document Type:	<div><input type="checkbox"/> AFFIDAVIT <input type="checkbox"/> ALIENATION OF HOMESTEAD INTEREST <input type="checkbox"/> AMENDED CONDO DECLARATION <input type="checkbox"/> AMENDMENT TO ARTICLES OF INCORPORATION <input type="checkbox"/> AMENDMENT TO LAND CONTRACT</div>		

CROSS REFERENCE

Instrument #: If you want to see documents related to a document number that you have, enter it here.

Book Type: Unused.

Book/Page: If you know the book/page number of the document you want to see cross references for, enter it here.

Cross References

Instrument #:

Book Type:

Book:

Page:

COMMON

Tax Id: Unused

Municipality: If you want to isolate results to a certain municipality, select the municipality here.

FreeForm: Enter part of an address (ie: N84W23809) into FreeForm to search for Federal Tax Liens.

Common

Tax Id:

Municipality:

FreeForm:

PLATTED DESCRIPTIONS -

Subdivision: Name of the subdivision.

Lot: If applicable, enter in the lot number here.

Block: If applicable, enter in the block number here.

Out Lot: If applicable, enter in the Out Lot number separately here.

Platted Description

Subdivision:

Lot:

Block:

Out Lot:

CONDO DESCRIPTION – Not all fields need to be filled out.

Condo: Name of the Condominium.

Boat Slip: If applicable, enter the boat slip number here.

Parking Space: If applicable, enter the Parking Space number here.

Building: If applicable, enter the building number here.

Unit: If applicable, enter the Unit number here.

Locker: If applicable, enter locker number here.

Storage: If applicable, enter storage number here.

Garage: If applicable, enter Garage number here.

Condo Description

Condo:

Boat Slip:

Parking Space:

Building:

Unit:

Locker:

Storage:

Garage:

UNPLATTED DESCRIPTION – All fields must be filled out.

Township: Enter township here.

Range: Enter range here.

Section: Enter section here.

Quarter Section: Enter the quarter section here.

Unplatted Description

Township:

Range:

Section:

Qtr:

TIME SHARE – All fields must be filled out.

Name: Enter the name of the Time Share.

Unit Type: Enter the Unit Type.

Season: Enter the Season.

TimeShare Description

Name:

Unit Type:

Season:

CEMETERY DESCRIPTION – All fields must be filled out.

Name: Enter the name of the Cemetery.

Block: Enter the Block number here.

Lot: Enter the Lot number here.

Cemetery Description

Name:

Block:

Lot:

MAP DESCRIPTION

Name: enter the number of the Certified Survey Map here.

Block: If applicable, enter the block number here.

Lot: If applicable, enter the lot number here.

Out Lot: If applicable, enter the Out Lot number here.

Map Description

Name:

Block:

Lot:

Outlot:

You are now at the document search page. To locate a document you will need to find the legal description of the property. A condensed version of this can be found by visiting our Tax Listing website at <http://tax.waukeshacounty.gov>. Input the address you would like to find documents for and click "search".

Enter Tax Key, Address or Name here:

SEARCH

You'll then see a results page. Click on the "listing" arrow to go to that address' tax listing page.


RESULTS


72 results found.

123 CARPENTER CT

Tax Key: MUKV2012093

2014 REAL Property Owner: MELISSA S WHITEHOUSE

 LISTING

 BILL

Here you will be able to find the condensed legal description of the property. For this address, it is:

LOT 93 MUKWONAGO ESTATES PT SE1/4 SEC 35 T5N R18E DOC# 3838555

The information you'll need to take from this and input into the document search is the subdivision, lot, and/or block. In this case the subdivision name is "Mukwonago Estates" and it is lot number "93". Input this information in the field below on the document search page and then click "Search". For properties without a subdivision lot/block, the metes and bounds description will be used and placed into the "Unplatted Description" field instead. For this property it would be "SE1/4 Section 35 Township 5 Range 18".

Platted Description

Subdivision:

Lot:

Block:

Out Lot:

You will now have a list of results. You can sort the results in ascending/descending order by clicking the header label of any column you'd like sorted. To open an image, you have two options, either click on the "VIEW" under the "IMAGE" column. **[NOTE: This will open a pop-up window with the image contents inside. Please disable your pop-up blocker to use this tool].**

Or click on the "INSTRUMENT" number in the "INSTRUMENT # BOOK-PAGE" column.

Real Estate Document Access

Criteria: Plat Name is MUKWONAGO ESTATES Lot from 93
Showing Records 1 through 24 (24 records found as of 10/17/2016 08:13:59 AM [count again](#))







[Click here for Search Instructions](#)

Buy a Copy
[Results List](#)
[Selected Detail\(s\)](#)
[Selected Image\(s\) \(Clean\)](#)

Other Options
[New Search](#)
[Refine Search](#)

Page 1

Sort By:

#	Image		Instrument # Book-Page	Date Filed	Date Recorded	Document Type	Party Name Reverse Party Name	Legal Description	Status
1	 View		2257324	10/23/1997	10/23/1997	MORTGAGE - BANK	[R] WOOD WILLIAM W (+) [E] CITIZENS BANK OF MUKWONAGO	VILLAGE OF MUKWONAGO MUKWONAGO ESTATES LT 93	
2	 View		2257325	10/23/1997	10/23/1997	SATISFACTION OF MORTGAGE ET AL	[R] CITIZENS BANK OF MUKWONAGO [E] WOOD WILLIAM W (+)	VILLAGE OF MUKWONAGO MUKWONAGO ESTATES LT 93	
3	 View		2373800	10/14/1998	10/14/1998	MORTGAGE - BANK	[R] WOOD WILLIAM W (+) [E] CITIZENS BANK OF MUKWONAGO	VILLAGE OF MUKWONAGO MUKWONAGO ESTATES LT 93	

If you clicked on "VIEW", you would have generated a pop-up with the image and details inside.

Click checkbox to select page(s) for printing.

1 of 2

2 of 2

2257324

REGISTER'S OFFICE
WAUKESHA COUNTY, WIS
97 OCT 23 AM 8:59
RECEIVED
REGISTER OF DEEDS

Recording Area

Name and Return Address

WIS DEPT
2112540 BK. OF MUKWONAGO
P O BOX 223
MUKWONAGO WI 53150-0223

MUCV 2012-093

For reference on

1. Description of Property, This Property is in the (homestead of Mortgagee)

2. The real estate described herein, together with all privileges, easements, appurtenances and appurtenances, all rents, issues, profits and crops, all claims, awards and payments made as a result of the exercise of the right of eminent domain, and all existing and future improvements and fixtures, all profits (or "profits") to secure the obligations described in paragraph 3 on the reverse side, including but not limited to repayment of the sum stated above plus interest, charges, costs and expenses made by Lender.

3. If checked here, description continues on appearing attached sheet.

4. If checked here, this Mortgage is a "construction mortgage" under MCHS 33.01(1)(a) Wis. Stat.

5. If checked here, Condominium Rider is attached.

6. Title, Mortgagee warrants title to the Property, including any mortgages and assessments of record, municipal and zoning ordinances, current taxes and assessments not yet due and, in existing real estate mortgages, to CITIZENS BANK OF MUKWONAGO.

7. Extension, Interest will be paid on deferred funds if an earlier is required under paragraph 8(a) on the reverse side.

Get a copy

☒ All Pages

☐ Selected Pages

☐ Page 1

☐ Page 2

☐ Specific Pages

☒ Purchase Clean copy (\$2.00 per page)

[Add to Basket](#) [View Basket](#)

Document Summary

Instrument Number: 2257324

Party Name: WOOD WILLIAM W

Assoc. Name: CITIZENS BANK OF MUKWONAGO

Legal Description: VILLAGE OF MUKWONAGO MUKWONAGO ESTATES LT

If you'd like to purchase the document you are viewing from the pop-up viewer, you'll notice on the right side of the page are the options to do so. You can either select to purchase all of the pages in the document or only certain pages. If you only want certain pages, select which pages you want by checking the page number box(es). If you want specific pages, you can indicate this by separating the pages by comma, or hyphenating a range of pages. (ie: 1,4,6, 5-16). Then click "Add To Basket" to add the item(s) to your basket.

Buy a Copy Results List This Detail This Image (Clean)	Other Options New Search Refine Search Back to Results	<input type="text" value="2257324"/> <input type="button" value="↩"/> <input type="button" value="➡"/>	
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General	Legal Description	Related Documents
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2257324

Document Detail

Instrument #: 2257324
Multi Seq: 0
Date Filed: 10/23/1997 08:59:00 AM
Document Type: MORTGAGE - BANK
Book: 2528
Page: 600
Consideration Amount: \$25,000.00
Remarks: CONVERT DATE: 10-23-1997
Pages in Image: 2
Image:

Grantor Names

- P WOOD WILLIAM
- P WOOD BARBARA

Grantee Names

- C CITIZENS BANK OF MUKWONAGO

Returnee

Name: CITIZENS BANK OF MUKWONAGO
Address: P O BOX 223
MTG DEPT
City, State, Zip: MUKWONAGO WI 53149-0223

1 of 2

2 of 2

2257324
 REGISTER'S OFFICE
 WAUKESHA COUNTY, WIS } SS
 RECEIVED
 97 OCT 23 AM 8:59
RECEIVED
 REGISTER OF DEEDS

W.B.A.# 426167267M1 #11142
Wisconsin Business Association Inc.

DOCUMENT NO. **2257324**

REAL ESTATE MORTGAGE
(As Consumer or Business Mortgage Transaction)

NITILAN M. WOOD AND BARBARA A. WOOD, AS TRUSTEES
TRUSTEES
whereof said mortgage, conveyance and warranty to **"CITIZENS BANK OF MUKWONAGO, INC., REGISTERED STREET, MUKWONAGO, WI 53149-0223"** (Lender)
in consideration of the sum of **TWENTY-FIVE THOUSAND AND NO/100 Dollars (\$25,000.00)** loaned or to be loaned to **NITILAN M. WOOD AND BARBARA A. WOOD** ("Borrower," whether one or more), evidenced by Borrower's written acknowledgment dated **OCTOBER 11, 1997.**

The real estate described below, together with all privileges, easements, encumbrances, and appurtenances, if any, above, legal and equitable, of claim, search and permanent as a result of the superior of said rights and interest domain, and all existing and future improvements and fixtures sit upon the Property, to secure the Obligations described in paragraph 1 on the reverse side hereof, subject but not limited to repayment of the sum stated above plus lawful late charges made by Lender:

1. Description of Property: This Property is _____, in _____, the homestead of Mortgagor(s).

LOT NINETEEN-TWO (19) IN MUKWONAGO SEPTORS BEHIND A REMITTANCE OF BARS OF THE COURSE OF THE ROAD TO THE NORTHWEST CORNER OF THE SECTION ONE QUARTER (1/4) OF SECTION TWENTY-TWO (22), IN TOWNSHIP FIVE (5) NORTH, RANGE EIGHTYTHREE (83) EAST, 35-40-10N WILSON OF HUNDELOOF, COUNTY OF WAUKESHA, STATE OF WISCONSIN.

☐ If checked here, description continues on separate sheet attached.
☐ If checked here, this Mortgage is a "Consumer Credit Loan" under § 400.32(1)(b) Wis. Stats.
☐ If checked here, Condominium Plan is attached.
 2. The Mortgage contains title to the Property, and other provisions and statements of record, municipal and zoning ordinances, current taxes and assessments not yet due and ALL EXISTING REAL ESTATE MORTGAGES SUBJECT TO CITIZENS BANK OF MUKWONAGO.

3. Escrow. Interest _____ will be paid on deferred funds (if an escrow is required under paragraph 8(a) on the reverse side.

4. Additional Provisions. Mortgage agrees to the Additional Provisions on the reverse side, which are incorporated herein.
The undersigned acknowledges receipt of a cash copy of this Mortgage.

NOTICE TO CUSTOMER IN A TRANSACTION COVERED BY THE WISCONSIN CONSUMER ACT
DO NOT SIGN THIS BEFORE YOU READ THE WRITING ON THE REVERSE SIDE, EVEN IF OTHERWISE ADVISED.
(X) DO NOT SIGN THIS IF IT CONTAINS ANY INK STAMPS.
(X) YOU ARE ENTITLED TO AN EXACT COPY OF ANY AGREEMENT YOU SIGN.
(X) YOU HAVE THE RIGHT AT ANY TIME TO PAY IN ADVANCE THE UNPAID BALANCE DUE UNDER THIS AGREEMENT AND YOU MAY BE ENTITLED TO A PARTIAL REFUND OF THE FINANCE CHARGE.

Signed and Sealed OCTOBER 11, 1997

Change item options as necessary:

<input checked="" type="checkbox"/>	Item Number	# Pages	Page Range	Cost
<input checked="" type="checkbox"/>	2257324	2 Pages	1 - 2	\$3.00

Welcome	Real Estate	FAQ
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Step 1
Review Items

Step 2
Enter Payment

Step 3
Receive Items

Please bring your request numbers, along with your cash or check, to the cashier to pick up your requested documents.

Request #	Date Added	Reference #	Item Description	# Pages	Fee	Action	Notes
1227650	10/17/2016 08:56 AM	2257324	Image Access (Clean Copy): 2257324, Page(s) 1 - 2	2	\$3.00	Remove	
			Search Fee		\$5.00		
<p align="center">Total Fee: \$8.00</p>							

Check Out Empty Basket


If you are satisfied with the contents of your basket, click on "Check Out". You will now be taken to our online payment processing site.

Step 1: Select Payments	Step 2: Review and Submit	Step 3: Confirmation and Receipt
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Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.
Note: * Indicates a required field.

My Bills

Description
 Register of Deeds payment of \$8.00 on Account Number 430667

Cardholder Information

First Name: * Last Name: *





Address Line 1: * Address Line 2:

City: * State: * Zip Code: *

Phone Number: * Email Address: *

Payment Information

Payment Method: *

Card Number: *    

Expiration Date: * (in mm/yy format)

CVV: * [Where is this number?](#)

Enter in all of the information required and then click on continue to be taken back to Public Access where you'll be able to print, download, or save the image(s) you have purchased.